

Headquarters  
U.S. Army Armor Center and Fort Knox  
Fort Knox, Kentucky 40121-5000  
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Fort Knox Circular 25-02-1

Expires 1 October 2004

### Information Management

## THE MODERN ARMY RECORDKEEPING SYSTEM (MARKS)

**Applicability.** This circular applies to all U.S. Army Armor Center and Fort Knox (USAARMC) activities and in particular to units within the 16th Cavalry Regiment, 1st Armor Training Brigade (ATB), Law Enforcement Command, 46th AG Battalion (Reception), and Noncommissioned Officer (NCO) Academy.

**Suggested improvements.** The proponent of this circular is the Directorate of Information Management (DOIM), USAARMC and Fort Knox. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAARMC and Fort Knox, ATTN: ATZK-IM.

1. **Purpose.** This circular prescribes policy and guidance unique to managing and maintaining records per AR 25-400-2, 1 October 2001, The Modern Army Recordkeeping System (MARKS). This circular provides additional information, changes to file numbers (FNs), and clarification of particular filing problems experienced with MARKS. It provides a model files plan for each section within the units, and proper labeling for each of those FNs for the year 2003.

### 2. Policy.

a. The Deputy Chief of Staff for Personnel, U.S. Total Army Personnel Command, Army Records Management and Declassification Agency (RMDA), Records Management Division (RMD) is the HQDA staff agency responsible for records management programs and policy with oversight of the Director of Information Systems for Command, Control, Communications, and Computers (DISC4). Hereafter, the HQDA staff agency is referred to as RMD.

b. Use the RMD Home Page to obtain the most current information on FNs. Appendix B (Records Disposition Standards) to AR 25-400-2 is updated quarterly as changes and additions to FNs are approved for use by the National Archives and Records Administration (NARA), at web site: <http://www.rmda.belvoir.army.mil/>. Use this circular, in conjunction with the RMD home page and AR 25-400-2, for selecting FNs and proper filing procedures.

c. The commander of a unit or officer in charge of an activity is responsible for its records; however, another individual is usually charged with managing the records program within the unit or activity. Designate a Records Management Coordinator at brigade, regiment, command, and directorate level to serve as a point of contact (POC) for all files maintenance and disposition matters. Forward a copy of the appointment memorandum to the installation Records

Manager, this headquarters, ATTN: ATZK-IM. Appointment of Assistant Records Management Coordinators is encouraged within each activity down to battalion/squadron level, separate units, and down to division level in directorates when deemed necessary due to size and office location. The designated Records Management Coordinator will:

(1) Ensure files and filing equipment are properly labeled and maintained to facilitate filing, searching, and disposition of records. This includes paper, film, and electronic records.

(2) Ensure records eligible for transfer to the installation Records Holding Area (RHA) are properly arranged and transferred on a timely basis in accordance with the disposition schedule. Past experience has shown that many units/activities are deficient in this area. Place extra emphasis on transferring records according to schedule. This is critical for the installation RHA Manager to meet timelines for annual transfer to the Federal Records Centers (FRCs). In addition, timely and complete transfers are critical to serving the soldier, especially in the areas of orders and awards.

(3) Ensure each recordkeeping office maintains a current approved list of FNs in use. Use FK (Fort Knox) Form 124-E (List of File Numbers) for this purpose. After the brigade, regiment, command, or directorate Records Management Coordinator reviews FK Form 124-E and is satisfied that it is correct, initial and forward two copies of each files list to this headquarters, ATTN: ATZK-IM or ATZK-IMP-R (as appropriate), for approval by the Installation Records Manager. To ensure files lists are kept current, resubmission on an annual basis is required. This is normally accomplished within 30 days of the start of the fiscal year (FY) or calendar year (CY), as applicable. The form is available for download in FormFlow (.fro) and portable document format (.pdf) on the Fort Knox Home Page (Publications and Forms) at <http://www.knox.army.mil/>.

(4) Ensure files training needs are identified and reported to the Installation Records Manager. As a minimum, all personnel engaged in filing must attend a training session in the maintenance, use, and disposition of records.

d. The installation Records Manager will notify activity Records Coordinators via e-mail of significant recordkeeping changes. Upon receipt of e-mail, Records Coordinators will disseminate information to all Records Custodians within their activity.

3. Appendix A addresses areas of MARKS that require additional guidance, changes to FNs, and provides clarification and further explanation to aid in the maintenance, use, and disposition of records per MARKS.

4. Appendix B contains model files plans designed to aid unit personnel. Use these plans as a guide for establishing files under MARKS, in conjunction with the RMD Home Page and

AR 25-400-2. Units are neither limited to only those FNs shown in the plans, nor do they have to establish each file if not required to support their mission.

5. Appendix C provides samples of file labels to set up 2003 files for each FN listed in appendix B, and the "general correspondence" FNs for each series listed in appendix B.

6. Appendix D contains the inspection checklists for Records Management programs to include MARKS, Privacy Act, and Freedom of Information Act. Use these checklists to maintain a proactive Records Management program and to prepare for installation program inspections.

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Appendix A  
Clarifications/Explanations

A-1. Housekeeping and Mission Files. Housekeeping files are those that each office accumulates and maintains as a result of the day-to-day administration of an office and its personnel. They are identified by the number "1" followed by a letter(s) of the alphabet. Mission files are exactly as the name implies; they relate to the mission or function of the office. Arrange "housekeeping" files either in a separate drawer or preceding all mission files. Do not confuse housekeeping files with the mission files under the series 1, Administration.

A-2. Placement of MARKS File Number (FN) on Correspondence. While AR 25-50, Preparing and Managing Correspondence no longer requires placement of the MARKS FN on correspondence at the time of creation, TRADOC policy continues to require that a MARKS FN be annotated next to the office symbol on official memoranda correspondence. (Per e-mail, TRADOC (ATIM-I), Ms. Bettie Gonser, 6 August 2002, subject: Guidance on Use of MARKS # - AR 25-50.)

A-3. Redesign of MARKS and Impact on File Dispositions.

a. MARKS is currently undergoing redesign in an effort to accommodate future electronic filing systems and electronic records holding areas/archives. The dispositions to many FNs have changed and several reflect the direction that the redesign is headed which is intended to give the custodian more control over how long to maintain a record.

b. Many dispositions have been changed to "Destroy when no longer needed for conducting business." While according to the guidance in the current AR 25-400-2 this is an "event" file, unofficially HQDA has stated that this means the custodian may retain the record up to 6 years in the current files area (CFA). Many dispositions have this element combined with another event, e.g., "Destroy when no longer needed for conducting business after transfer or separation of individual." Until official guidance is published in AR 25-400-2 for converting these type dispositions, this installation will treat these as "event" files. However, records custodians must be cautious of maintaining files beyond the usefulness of the record or longer than administratively necessary. Records custodians should also be cautious of destroying records prematurely. For example, past experience indicates that 1 year after the individual transfers or separates is sufficient time to keep FNs 1ii, Office Military Personnel Files and 600-8-104a, Informational Personnel Files, as reflected in paragraphs A-23 and A-37 and sample labels in appendix C.

A-4. "General Correspondence" Files. Each "general correspondence" FN has two distinct disposition instructions as explained in the following:

a. Disposition "a" is for ACTION documents (this means your office originated the correspondence, prepared a reply, filled out a form, or responded to a tasking via phone call);

disposition instruction is "Destroy after 2 years." The file label requires a year of accumulation, and a specific cutoff and disposition date as this is a "time" file. Sample file label is shown in figure A-1 below:

600 General Personnel Correspondence Files (03) COFF 31 Dec 03, DEST Jan 06
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Figure A-1. Sample Label for "General Correspondence" FN - ACTION Documents

b. Disposition "b" is for NONACTION documents (your office took no action, but you are retaining for information only); disposition is "Destroy when no longer needed for conducting business" or "Destroy when no longer needed for current operations." These files should be reviewed at least annually and purged of all correspondence that is obsolete, superseded, or no longer needed. The file label does not require a year of accumulation since this is an "event" file; the folder always remains in the current year block of files. Sample file label is shown in figure A-2 below:

600 General Personnel Correspondence Files (NONACTION DOCUMENTS) DEST when NLN for current operations
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Figure A-2. Sample Label for "General Correspondence" FN - NONACTION Documents

A-5. Setting Up Files for the New Year. Files inspections reveal that many units establish numerous file folders at the beginning of the year and the folder remains empty throughout the year. Do not establish file folders until the need arises except for those that the file custodian is confident will be used during the year.

A-6. File Label Positions. When using lateral filing equipment, place the label in either the first or third position, whichever provides the best access to identify the folders. The requirement to place file labels on folders in three positions to indicate final disposition of the records is no longer valid.

A-7. "Dummy" Folders. Use a "dummy" folder when two or more folders are required under one file number. Subsequent folder labels behind the "dummy" need only show the file number, the title of the contents, and the year of accumulation (when appropriate). File dividers may be used in lieu of taping an empty file folder together as a "dummy." Do not use a "dummy" folder or file guide with full label instructions when there is only one file folder for the year.

A-8. Use of Hanging File Folders. When using hanging file folders, label in the same manner as manila file folders, and tape "dummy folders" shut. Use the hanging file folders in place of file guides, and ensure these are also taped shut to preclude any filing within. Do not insert file guides and manila folders within the hanging folder as this is a waste of filing supplies. **NOTE: The only exception to this policy is for those records that require transfer to the installation RHA and FRCs. Since records boxes only accommodate manila folders and standard file guides, the RHA and FRC can only accept records filed with standard supplies.**

A-9. Dispositions of "Destroy 1 year after transfer or separation of individual." Experience has shown that files with this disposition are somewhat confusing to some file custodians. They are attempting to screen files on a periodic basis and destroy files of departed personnel approximately 1 year to date after their departure. The current procedure is to establish these as "time-event" files. Establish individual folders for each assigned soldier, and maintain under the "dummy" folder concept as an "ACTIVE" file. As individuals separate or transfer, remove their folders from the "ACTIVE" file, and place in the "INACTIVE" file. Destroy all the "INACTIVE" folders at one time per the instructions on the "INACTIVE" dummy folder label.

A-10. Cross-referencing Files. Maintain files in numerical order (housekeeping followed by mission) within file cabinets. However, in some instances, the size of the record (e.g., computer printouts); volume of records; storage medium (e.g., electronic, CD-ROM, optical disk, or microfilm); or mission may require maintenance of files outside of the normal numerical sequence within a file cabinet. In such cases, establish a folder in the correct numerical position in the file cabinet, and insert a DA Form 1613 (Cross-Reference) in the folder to indicate the exact location of the records. The only exception is: cross-referencing is not required for FN 1jj, Reference Publications, which are normally filed in three-ring binders. Records maintained outside the CFA must also be labeled per MARKS.

A-11. File Folder Capacity. Standard file folders are designed with a maximum capacity of 3/4 inch. Should the contents of a folder exceed this capacity, prepare additional folders per the "dummy" folder concept as explained in paragraph A-7 above.

A-12. Fastening Records. Staple records instead of using paper clips. Paper clips tend to hang on other documents and are pulled off. For records too bulky for staples, use black metal clips, clam clips, or two-hole prong fasteners.

A-13. Preparing Papers for File. Remove extraneous materials such as Optional Forms 41, routing slips, "Post-it" notes, cover sheets, etc., which are not a vital part of the record, before filing. Tabs are not considered extraneous materials.

A-14. Electronic Records. Maintain and dispose of electronic records using the applicable MARKS FN for equivalent information in paper form per chapter 3, AR 25-400-2. Establish routine backup procedures to ensure records integrity and avoid possible loss of valuable information. Cross-reference records maintained solely by electronic medium to the main files area and identify these records on the FK Form 124-E.

A-15. Labeling Floppy Disks and Computer-generated Records.

a. Floppy disks used for routine word processing, database, spreadsheet, or slideshow applications are nonrecord material and need not be controlled under MARKS. The record in this case is the paper copy that is printed out from the disk; the disk is only a medium used for creating and manipulating the information until it can be printed out and used.

b. When floppy disks are used to maintain the official record copy, follow the labeling procedures provided in paragraph 3-11b(1) of AR 25-400-2. Do not use floppy disks to store official records with a retention schedule of more than 2 years.

c. Label binders containing computer-generated reports and information by using the applicable subjective MARKS file number.

A-16. Filing Unclassified Publications. When publications are available in electronic format (E-pubs), there is no requirement to maintain the publication in paper format as well. With the 1 July 1999 implementation of HQDA's "Less Paper Policy" and the increasing cost of printing, users should preferably use the electronic version of publications when available. E-pubs may be viewed or downloaded from the U.S. Army Publishing Agency's web site at <http://www.usapa.army.mil>. Publications that are not available electronically or if the user maintains the paper version of publications, the following apply:

a. Generally, publications are separated and filed by type--all Army regulations together, all pamphlets, all field manuals, and all technical manuals. File these publications numerically; when letters are added to the publications number, file them numerically-alphabetically.

b. Because of the mission or other requirements in some organizations and offices, it may be desirable to file publications functionally rather than by type of publication. If so, file all publications on a given subject together.

c. Most pre-printed DA publications have pre-punched holes for filing in three-ring binders.

d. Label each binder. Examples are shown in figure A-3 below. Show disposition instructions on the lead binder only (the first binder on the left of a row of binders).



1jj Ref Pubs  ARs 25-50 thru 340-21  DEST when superseded, obsolete, or NLN for reference  Book 1	1jj Ref Pubs  ARs 600-8 thru 600-37  Book 2	1jj Ref Pubs  ARs 600-38 thru 870-5  Book 3
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Figure A-3. Sample Label Entries for Binders

e. Do not use permanent marking materials on the spine or cover of the binder. Such markings make reuse of the binder difficult if the contents change. As preferred methods, use metal slip-on binder label holders, if available, or attach labels to the spine of the binder with transparent tape. Avoid using gummed labels since these are difficult to remove when relabeling is necessary.

A-17. Filing Classified Publications. Store classified publications in security containers that meet the requirements of AR 380-5. Place the publications in binders, or in a separate file folder for each. If folders are used, label the visible edge of the folder per MARKS and show the publication number. If placed in binders, the outside of the binder must carry the publication number, and the highest security marking of the documents contained within. Prepare DA Form 1613 (Cross Reference) and insert in the proper place in the unclassified files to show where the publication is located, and that it is classified.

A-18. Filing Changes/Supplements. File changes/supplements to Army regulations in front of the basic regulation to which they pertain after posting per DA Pam 25-40, appendix E. After new pages of a loose-leaf change are inserted, the change instruction sheet is filed in front of the updated basic. The latest change or change sheet is always placed on top.

A-19. Filing Documents in Binders. Do not interfile documents within the same binder that are more appropriately filed under different FNs. File these records under each appropriate individual FN as part of the office's official files. This requirement will preclude the establishment of "subject binders" for Safety, Security, Equal Opportunity, Alcohol and Drug, etc., because these subject binders result in interfiling of records having different FNs.

A-20. FN 1g, Office Record Transmittals. This file contains copies of SF 135s (Records Transmittal and Receipt) for unit/activity records transferred to the installation RHA. Disposition is "Destroy when no longer needed for administrative or reference purposes." Units/activities should maintain the SF 135s until each record category has reached its disposition date—if there are any records transferred on an SF 135 that has a "Permanent" disposition, the unit/activity should also retain the SF 135 permanently or until deactivation/discontinuance of the unit/activity.

A-21. FN 1x, Office Civilian Personnel Time and Attendance Files. Since the Diebold vs United States moratorium which impacted maintenance of Fort Knox's Civilian Personnel Time and Attendance Files, FN 1x, was lifted effective 26 August 2002, the following guidance pertains to future maintenance of these records:

a. The Directorate of Resource Management's Customer Service Representative (DRM CSR) maintains the original timesheets used by the office timekeeper to input time into the Defense Civilian Pay System under disposition "a" of FN 1x, which is a 6-year file. This includes supporting documentation for court, military, law enforcement, and blood donor leave.

b. Office timekeepers will maintain time and attendance records IAW disposition "b" of FN 1x. However, to alleviate administrative burden on office timekeepers, exception was granted to maintain copies of the timesheets, SF 71s, and other backup documentation in a single file under the 3-year disposition in the current files area (CFA), whether initialed or not initialed by the employee, in lieu of separating IAW dispositions "b(1) and (2)" of FN 1x. (Memo, ATZK-IM, HQ USAARMC, 28 August 2002, subject: SAB.)

c. Time and attendance records accumulated for calendar years 2000 forward no longer require transfer to the installation Records Holding Area.

A-22. FN 1hh, Office Temporary Duty Travel Files. Disposition as posted on RMD Home Page has changed to "Destroy after 6 years and 3 months." The U.S. Army Training and Doctrine Command (TRADOC) has granted Fort Knox an exception to maintain these records with disposition of "Destroy after 1 year" pending local implementation of the Defense Travel System (DTS). Maintain on FY basis.

A-23. FN 1ii, Office Military Personnel Files. The disposition has changed from "Destroy 1 year after transfer or separation of the individual" to "Destroy when no longer needed for conducting business after transfer or separation of individual." Until definitive guidance is received from HQDA for this type disposition, treat the new disposition as an "event" file, and continue to maintain the INACTIVE records for 1 year after the end of the year that the individual transfers or separates. See sample file labels/guides on page C-3 of appendix C. INACTIVE files may be maintained in a separate drawer but must be cross-referenced from the main file drawer.

A-24. FN 1mm, Reading Files. Do not establish the reading file below brigade, regiment, command, or directorate level. It tends to become a "catch-all" file at lower echelons and abused by filing clerks that do not take the time to file subjectively.

A-25. Army Performance Improvement Criteria (APIC). File correspondence pertaining to APIC under FN 210, General Installation Correspondence Files, since there is no specific FN at this time. Use disposition "a" or "b" as appropriate per guidance furnished in paragraph A-4 above.

A-26. FN 11-27c, Energy Conservation Reports. FN 11-27c, Energy Conservation Reports, is no longer suitable for records maintained in the units. The Directorate of Base Operations Support is the office of record for energy reports, and is the only office authorized to use FN 11-27c, which has an 11-year disposition. Units will use FN 11, General Army Programs Correspondence Files, to maintain information pertaining to annual energy consumption, energy reports, etc.

A-27. FN 25-30hh, Publications and Form Requisitions (DA Forms 17) and FN 25-30ii, Initial Distribution Requisitions (DA Form 12 Series). These file numbers are used by the DOIM Forms Stockroom only. Use FN 1p, Office Service and Supply Files to maintain the DA Forms 17 and 12-series in the units/directorates.

A-28. FN 25-30kk, Internal Distribution Schemes. Use this FN to file FK Form 5001-E (Internal Distribution Card) which shows the unit's internal distribution of publications received through the pinpoint distribution system.

A-29. FN 37z, Government Credit Card Certifying/Billing Officer's Account Files. The Certifying Officer for government credit card purchases will use this FN to maintain records in support of certifications for payment of government credit card transactions to include supporting documentation, monthly statements of account, purchase logs, purchase card receipts, and copies of monthly billing statements.

A-30. FN 190-45d, Loss, Theft, and Recovery of Firearms Files. Disposition reads: "Destroy in CFA one year after recovery, or after 5 years, whichever is first." To simplify files maintenance and labeling procedures, establish this file for the longest retention period—5 years—and destroy in CFA.

A-31. Army Community of Excellence (ACOE). File correspondence pertaining to ACOE under FN 210, General Installation Correspondence Files, since there is no specific FN at this time. Use disposition "a" or "b" as appropriate per guidance furnished in paragraph A-4 above.

A-32. FN 385-10f, Accident and Incident Cases. The installation Armor Branch Safety Office is the office of record for accident and incident case files, and is the only office authorized to use FN 385-10f. This FN has a retention period of 5 years and requires transfer to the installation RHA. To preclude numerous copies of the same case file being transferred to the RHA, units must file reference copies under FN 385, General Safety Correspondence, under disposition "a" or "b" as appropriate per paragraph A-4 above.

A-33. FN 500-4a, Emergency Plans. Subject FN has been rescinded and replaced by FN 500-3a; however, the new FN applies only to the "office with Army-wide responsibility" which is HQDA level. Since there no longer is a specific FN for Emergency Plans, maintain these records under FN 500, General Emergency Employment of Army and Other Resources, under disposition "b," "Destroy when no longer needed for conducting business."

A-34. FN 600, General Personnel Correspondence Files. Use this FN to file "sponsorship" memorandums originated by your office as action documents.

A-35. FN 600-8-3e, Postal Directories. Due to specific instructions in DoD 4525.6-M, DoD Postal Manual, 15 August 2002, this file must be maintained alphabetically by last name in one file, regardless of status. The Directory Card (DA Form 3955) is coded for destruction 1 year after departure for permanent party personnel (e.g., soldier departing in October 2002, card is coded for destruction in November 2003) and 6 months after departure for trainees, students, and other personnel assigned 6 months or less (e.g., individual departing in September 2002, card is coded for destruction in April 2003). Because the Directory Cards are maintained in one file, an INACTIVE file is not established; and this file cannot be maintained per the MARKS disposition schedule since the file must be screened the first week of each month and all expired cards removed and destroyed at that time. See appendix C for proper labeling. (Exception to MARKS granted USAARMC and Fort Knox per memo, USTAPC RMD, TAPC-PDR, 8 May 1997, subject: Postal Directories, File Number 600-8-3e.

A-36. FN 600-8-22b, Military Award Cases. Brigade commanders are the approving authority for the Army Commendation Medal (ARCOM), and battalion commanders for the Army Achievement Medal (AAM). The retention period for Military Award Cases at the approval level is 25 years. Therefore, military award case files must be transferred to the installation RHA for further retirement to the Washington National Records Center where they are held for the remainder of the 25-year retention period. For officials recommending the award, but not having approval authority, retain a copy of the award for 2 years. Sample file labels for records maintained at the approval/disapproval level and retained copies of awards kept by the recommending official are listed in appendix C. Arrange these files alphabetically by last name.

A-37. FN 600-8-104a, Informational Personnel Files.

a. Establish this file "by name." Do not maintain below Personnel Administration Center (PAC) level. For supervisors of military personnel, use FN 1ii, Office Military Personnel Files.

b. The disposition has changed from "Destroy 1 year after transfer or separation of the individual" to "Destroy when no longer needed for conducting business after transfer or separation of individual." Until definitive guidance is received from HQDA for this type disposition, treat the new disposition as an "event" file, and continue to maintain the INACTIVE records for 1 year after the end of the year that the individual transfers or separates. See sample file labels/guides on page C-14 of appendix C. INACTIVE files may be maintained in a separate drawer but must be cross-referenced from the main file drawer.

A-38. FN 600-8-105c, Permanent Order Record Sets. This file contains a copy of each permanent order issued. Do not charge out or post these orders (record sets). Arrange these files in numerical sequence (Julian date-order number issued on that date), e.g., Order No. 002-001 through 100-010. If an orders log is used, maintain under this FN also. Cutoff this file annually and transfer to the installation RHA with the next regular shipment, e.g., orders accumulated during 2003, will be cutoff on 31 December 2003, and transferred to the installation RHA in January 2004. Account for missing, lost, or erroneously destroyed orders by annotating on the SF 135 (Records Transmittal and Receipt). See appendix C for proper labeling.

A-39. FN 600-20b, Equal Opportunity (EO) Surveys. This FN pertains to office having Army-wide responsibility which is HQDA. Use of this FN is not appropriate for the units; use FN 600-20a, EO Reports.

A-40. FN 710-2h, Property Loss, Theft, and Recovery Reports.

a. Files maintained under disposition "b. Weapons inventories that reflect discrepancies" may be retained in the CFA for the 4-year retention period in lieu of transferring to the installation RHA.

b. Disposition "c. Loss, theft, and recovery reports" reads "Destroy when no longer needed for conducting business, 1 year after recovery of item or after 5 years, whichever is first." To simplify files maintenance and labeling procedures, establish this file for the longest retention period—5 years. These files may be retained in the CFA for the 5-year retention period in lieu of transferring to the installation RHA.

A-41. FN 715j, Small Purchases and Modifications.

a. Maintain records created as a result of use of U.S. Government credit cards under this FN. The file establishes an audit trail for each transaction made. The cardholder must maintain all copies of the charge slips and vendor invoice or cash register receipt (or delivery ticket) with their statement of account. The retention period for this file is 3 years after final payment or 3 years after acceptance of goods or services if notice of payment is not furnished by the servicing Finance and Accounting Office. Charge card holders may retain these records in the CFA for duration of the retention period per memo, HQ USAARMC, ATZK-IMO-R, 19 April 1995, subject: Maintenance of Records Created as a Result of Use of the Government Credit Card. When disposition date occurs, destroy by shredding to preclude fraudulent use of charge card.

b. For records maintained by the Certifying Officer for government credit cards, see paragraph A-29.

A-42. FN 725-50b, Requisition Suspense and Status Files. This file is for use in unit supply rooms to file copies of requisitions for supplies and equipment. All other areas, use FN 1p, Office Service and Supply Files.

A-43. FN 735-5r, Report of Survey Files. The Directorate of Base Operations Support (DBOS), Plans and Programs, maintains all record copies of reports of survey, with the exception of the S-4s, 1<sup>st</sup> Armor Training Brigade (ATB) and 16<sup>th</sup> Cavalry Regiment. The retention period for reports of survey involving pecuniary liability requires transfer to the installation RHA by DBOS, 1<sup>st</sup> ATB, and 16<sup>th</sup> Cavalry Regiment only. To preclude duplication of files in the RHA, and for units having a need for reference copies of reports of survey, use FN 735, General Property Accountability Correspondence.

Appendix B  
Model Files Plans

B-1. Tables B1-B11 contain model files plans designed for use by units in 16<sup>th</sup> Cavalry Regiment, 1<sup>st</sup> Armor Training Brigade, 46<sup>th</sup> AG Battalion (Reception), Law Enforcement Command, and NCO Academy. Use these plans as a guide for establishing files under MARKS. Units are neither limited to only those FNs shown, nor do they have to establish each file if their mission does not require it. "General Correspondence" FNs are not listed in the plans; however, this does not preclude their use.

B-2. Records which require transfer to the installation RHA are indicated by an "X" in the appropriate column.

B-3. Records subject to the Privacy Act (PA) are indicated by the appropriate PA Systems Notice Number. These numbers are found in Appendix B to AR 25-400-2 under the file title, where applicable.

B-4. Address questions and/or recommended additions/deletions to these plans to the Installation Records Manager, phone 4-7325.

**Table B-1. Sample Files Plan for S-1/PAC**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1d	Duty Reports		
1e	Housekeeping Instructions		
1f	Office Organization Files		
1g	Office Record Transmittals		
1n	Office Mail Controls		
1o	Office Financial Files		
1p	Office Service and Supply Files		
1q	Office Property Records		
1t	Office Space Assignments		
1v	Access Controls		
1w	Office General Personnel Files		A0001SAIS
1x	Office Civilian Personnel Time and Attendance Files		T7335DFAS
1z	Office Personnel Locator		A0001DAPE
1aa	Office Supervisory or Manager Employee Records		OPM/GOVT-1 & OPM/GOVT-2
1bb	Office Job Descriptions		
1ee	Duty Rosters		A0001bTAPC
1ff	Office Standards of Conduct Files		A0001bTAPC; OPM/GOVT-1
1hh	Office Temporary Duty Travel		T7333DFAS
1ii	Office Military Personnel Files		A0001bTAPC
1jj	Reference Publications		
1kk	Technical Material References		
1mm	Reading Files		
1nn	Office Message References		
1oo	Policies and Precedents		
1-20e	Congressional Correspondence		A0001-20SALL
1-201a	Inspection, Survey, and Staff Visit Coordination Files		
1-201c	Command Inspection Program		
11-2a	Internal Control Systems		
25-1e	Capability Request for Information Mission Area (IMA) Resources		
25-30c	Numerical Files (External)		



**Table B-1. Sample Files Plan for S-1/PAC (Cont.)**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
25-30kk	Internal Distribution Schemes		
25-30zz	Office Copier Files		
25-55a	FOIA Requests		A0025-55SAIS
25-55b	FOIA Administrative Files		
215-1d	NAF Accounts	X	T7290DFAS
215-1bb	Recreation and Entertainment Cases		A0215-2bCFSC
220-1b	Personnel Readiness Files		A0001bTAPC
385-10c	Safety Awareness Files		
600-8a	Individual Personnel Changes		A0600-8-23TAPC
600-8b	Personnel Information System Reports		A0600-8-23TAPC
600-8c	Personnel Strength Zero Balance Reports		A0600-8-23TAPC
600-8e	Transmittal Letters		
600-8-2b	Flagging System Management		A0600-8-23TAPC
600-8-6a	Military Personnel Registers		
600-8-6b	Army Strength Reports		A0680-31bTAPC; A0600-8aDAPE
600-8-10a	Leave of Absence Files		A0001bTAPC
600-8-10b	Leave Control Logs		A0001bTAPC
600-8-19a	Promotion Eligibility Rosters		A0600-8-104bTAPC
600-8-19b	Enlisted Selection Board Reporting Files		A0600-8-104bTAPC
600-8-22b	Military Award Cases	X	A0600-8-22TAPC
600-8-22c	Award Ceremonies		
600-8-22e	Unit Award Cases		
600-8-101a	Departure Clearances		A0600-8-101TAPC
600-8-104a	Information Personnel Files		A0001bTAPC
600-8-104e	Qualification Record Extracts		A0600-8-104TAPC
600-8-105a	Personnel-type Orders	X	
600-8-105c	Permanent Order Record Sets	X	
600-20a	EO Reports		
600-20c	EO Complaint Cases		A0690-600SAMR
600-20e	Pregnancy and Family Care Counseling		A0001bTAPC
600-38a	Meal Card Management Files		
600-85a	Alcohol and Drug Abuse Management Files		
600-85b	Alcohol and Drug Abuse Statistics		
630-10a	AWOL Statistical Reports		
635-200c	General Counseling Statements		A0001bTAPC
870-5a	MTOE Organizational History Files		

**Table B-2. Sample Files Plan for S-1/Legal Clerk**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1oo	Policies and Precedents		
15-6b	Investigative Case Files	X	A0027-1DAJA
27-10a	Summary Courts-martial		A0027-10bDAJA
27-10c	Special Courts-martial		A0027-10bDAJA
27-10d	Special Courts-martial (BCD)		A0027-10bDAJA
27-10e	General Courts-martial		A0027-10bDAJA
27-10f	Nonjudicial Punishments		A0027-1DAJA
27-10h	Court-martial Statistics		
635-200a	Discharge Board Proceedings		A0635-200TAPC

**Table B-3. Sample Files Plan for S-2**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1h	Information Access Files		A0380-67DAMI
1j	Office Classified Document Register or Controls		
1k	Office Temporary Internal Receipts		
1p	Office Service and Supply Files		
1q	Office Property Records		
1r	Office Classified Material Inventories		A0001DAMI
1v	Access Controls		
1gg	Office Security Awareness		
1jj	Reference Publications		
1kk	Technical Material References		
1nn	Office Message References		
1oo	Policies and Precedents		
25-30nn	Training Media Files		
220-1a	Readiness Reports		
350-1d	Training Operations		
350-28a	Emergency Tests and Exercises		
380-5a	Security Briefings and Debriefings		A0380-67DAMI
380-5b	Security Inspections and Surveys		
380-5k	Security Classification Files	X	
380-5n	Office Nonregistered Classified Document Destruction Certificates		
380-5dd	Activity Entry and Exit Inspection Program		
380-19f	Accreditation of Automated Systems Security Files		
380-19g	Personnel Security and Surety (PSSP) Files		A0380-19SAIS
380-19m	Password User Identification and Equipment Identification		A0380-19SAIS
380-67a	Security Clearance Information		A0380-67DAMI
381a	Intelligence Reports		A0381-20bDAMI
500	General Emergency Employment of Army and Other Resources Correspondence Files (Emergency Plans)		

**Table B-4. Sample Files Plan for S-3**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1kk	Technical Material References		
1nn	Office Message References		
1oo	Policies and Precedents		
5-12i	Radio Frequencies		
25-30nn	Training Media Files		
220-15a	Daily Journal, Staff Journal, and Tactical Operations Center (TOC) Logs	X	
350-1a	Training Inspections		
350-1d	Training Operations		
350-28a	Emergency Tests and Exercises		
351a	Individual Academic Records	X	A0351aTRADOC; A0351-1aTRADOC
385-10g	Target Practice Safety Files		
500	General Emergency Employment of Army and Other Resources Correspondence Files (Emergency Plans)		
600-25c	Ceremonies		

**Table B-5. Sample Files Plan for S-4**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1t	Office Space Assignments		
1v	Access Controls		
1jj	Reference Publications		
1nn	Office Message References		
1oo	Policies and Precedents		
71-32b	TDA, CTA, and TAADS Files		
71-32g	Equipment Tables		
420-90a	Fire Prevention Files		
600-8-1k	Personal Effects Cases		A0600-8-1cTAPC
700-19b	Ammunition Status Reporting Files		
710-2a	Property Book and Supporting Documents		
710-2b	Document Registers		
710-2c	Hand Receipts		A0710-2bDALO
710-2d	Property Record Inspection and Inventory Reports		
710-2h	Property Loss, Theft, and Recovery Reports		
710-2m	Receipting Authorities		
715h	Contracting Officer Designations		TBD
715j	Small Purchases and Modifications		
725-50b	Requisition Suspense and Status Files		
735-5t	Relief from Responsibility (Liability Admitted) Files		A0027-1DAJA

**Table B-6. Sample Files Plan for Battalion Aid Station**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1oo	Policies and Precedents		
40-66a	Health Records		A0040-66bDASG
500	General Emergency Employment of Army and Other Resources Correspondence Files (Emergency Plans)		
600-85a	Alcohol and Drug Abuse Management Files		
600-85b	Alcohol and Drug Abuse Statistics		
710-2b	Document Registers		
710-2c	Hand Receipts		A0710-2bDALO
710-2m	Receipting Authorities		

**Table B-7. Sample Files Plan for Dining Facility**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1w	Office General Personnel Files		A0001SAIS
1ii	Office Military Personnel Files		A0001bTAPC
1jj	Reference Publications		
1oo	Policies and Precedents		
25-30nn	Training Media Files		
30-1a	Cash Receipts		
30-1b	Menus Files		
30-1c	Dining Facility Reviews		
30-1d	Dining Facility Operations		
30-1j	Ration Request, Issue, Delivery and Account Status Files		
30-16a	Unsatisfactory Subsistence Files		
710-2m	Receipting Authorities		
738-750b	Maintenance Request Registers		
738-750d	Preventive Maintenance Schedules		

NOTE: Maintain all dining facility files on a fiscal-year (FY) basis versus calendar year.

**Table B-8. Sample Files Plan for Battalion Mailroom**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1oo	Policies and Precedents		
600-8-3a	Postal Personnel Designations		A0065TAPC
600-8-3c	Postal Activity Inspections and Audits		
600-8-3d	Postal Directory Sources		A0065TAPC & A0001DAPE
600-8-3e	Postal Directories		A0065TAPC & A0001DAPE
600-8-3f	Standing Delivery Orders		A0065TAPC
600-8-3g	Post Office Accountable Mail Receipts		
600-8-3h	Mail Call and Hours of Collection Files		
600-8-3j	Postal Lockbox Assignments		A0065TAPC
600-8-3p	Delivery Service Controls		
600-8-3q	Postal Activity Reports		



**Table B-9. Sample Files Plan for Battalion Maintenance**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1oo	Policies and Precedents		
58-1a	Dispatcher Organizational Control Records		
58-1b	Equipment Daily Utilization Files		
385-10c	Safety Awareness Files		
738-750a	Maintenance Requests		
738-750b	Maintenance Request Registers		
738-750c	Exchange Tags		
738-750d	Preventive Maintenance Schedules		
738-750e	Equipment Inspection and Maintenance Worksheets		
738-750f	Historical Records or Logbooks		
738-750j	Calibration Data Cards		
750-1a	Maintenance Summary and Management Files		
750-1m	Maintenance Technical Assistance Files		

**Table B-10. Sample Files Plan for Orderly Room/Training NCO at Company or Troop Level**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1d	Duty Reports		
1e	Housekeeping Instructions		
1f	Office Organization Files		
1h	Information Access Files		A0380-67DAMI
1o	Office Financial Files		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1y	Office Personnel Registers		A0001aTAPC
1z	Office Personnel Locator		A0001DAPE
1ee	Duty Rosters		A0001bTAPC
1ii	Office Military Personnel Files		A0001bTAPC
1jj	Reference Publications		
1kk	Technical Material References		
1oo	Policies and Precedents		
20-1d	Physical Inspections		
25-30nn	Training Media Files		
40-66b*	Dental Health Records		A0040-66bDASG
215-1aa	Recreation and Entertainment Details		A0215CFSC
350-1a	Training Inspections		
350-41b	Individual Training Files		A0600-8-104TAPC
500	General Emergency Employment of Army and Other Resources Correspondence Files (Emergency Plans)		
600-8c	Personnel Strength Zero Balance Reports		A0600-8-23TAPC
600-8-104e	Qualifications Record Extracts		A0600-8-104TAPC
600-9a	Weight Controls		A0600-8-104TAPC
600-20a	EO Reports		
600-85a	Alcohol and Drug Abuse Management Files		
600-85b	Alcohol and Drug Abuse Statistics		
635-200c	General Counseling Statements		A0001bTAPC

\*Companies with trainees.

**Table B-11. Sample Files Plan for Supply/Arms Rooms at Company or Troop Level**

<b>FILE NO.</b>	<b>TITLE</b>	<b>TRANSFER RHA</b>	<b>PA SYSTEM NOTICE NO.</b>
1a	Office File Numbers		
1b	Office General Management		
1c	Office Inspections and Surveys		
1e	Housekeeping Instructions		
1p	Office Service and Supply Files		
1q	Office Property Records		
1v	Access Controls		
1jj	Reference Publications		
1oo	Policies and Precedents		
71-32b	TDA, CTA, and TAADS Files		
71-32g	Equipment Tables		
190-14b	Registrations and Permits		A0190-14DAMO
190-45d	Loss, Theft, and Recovery of Firearms Files		
210-130a	Unit and Organizational Laundry Files		A0210-130DALO
600-8-1k	Personal Effects Cases		A0600-8-1cTAPC
700-19b	Ammunition Status Reporting Files		
700-84a	Personal Property Accounts – Clothing Bag Items		A0710-2cDALO
710-2c	Hand Receipts		A0710-2bDALO
710-2d	Property Record Inspection and Inventory Reports		
710-2g	Soldier Issue Files		A0710-2dDALO
710-2h	Property Loss, Theft, and Recovery Reports		
710-2m	Receipting Authorities		
715h	Contracting Officer Designations		TBD
715j	Small Purchases and Modifications		
735-5t	Relief from Responsibility (Liability Admitted) Files		A0027-1DAJA
738-750a	Maintenance Requests		
738-750c	Exchange Tags		
738-750e	Equipment Inspection and Maintenance Worksheets		
738-750f	Historical Records or Logbooks		
738-750j	Calibration Data Cards		



**HOUSEKEEPING FILES**

1a Office File Numbers  
DEST when superseded

1b Office General Management  
DEST when NLN for conducting business

1c Office Inspections and Surveys  
DEST after next comparable survey or inspection

1d Duty Reports (03)  
(Jan - Jun)  
COFF 30 Jun 03, DEST Jan 04

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1d Duty Reports (03)  
(Jul - Dec)  
COFF 31 Dec 03, DEST Jul 04

1e Housekeeping Instructions  
DEST when superseded or obsolete

1f Office Organization Files  
DEST when NLN for current operations

1g Office Record Transmittals  
DEST when NLN for administrative  
or reference purposes

1h Information Access Files  
PA Sys A0380-67DAMI  
ACTIVE. PIF after authorization expires

1h Information Access Files (03)  
PA Sys A0380-67DAMI  
INACTIVE. COFF 31 Dec 03, DEST Jan 06

1j Office Classified Document Register (03)  
or Controls  
COFF 31 Dec 03, DEST Jan 06

***NATO records:***

1j Office Classified Document Register (03)  
or Controls  
COFF 31 Dec 03, Trf RHA Jan 06, Ret to WNRC  
Jan 07, DEST Jan 14

1k Office Temporary Internal Receipts  
DEST on return of classified document

***Accountable mail receipts:***

1n Office Mail Controls (03)  
COFF 31 Dec 03, DEST Jan 06

***Other documents:***

1n Office Mail Controls (03)  
(Jan - Mar)  
COFF 31 Mar 03, DEST Jul 03

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1n Office Mail Controls (03)  
(Apr - Jun)  
COFF 30 Jun 03, DEST Oct 03

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1n Office Mail Controls (03)  
(Jul - Sep)  
COFF 30 Sep 03, DEST Jan 04

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1n Office Mail Controls (03)  
(Oct - Dec)  
COFF 31 Dec 03, DEST Apr 04

1o Office Financial Files (03)  
COFF 31 Dec 03, DEST Jan 05

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**DA Form 12 series:**

1p Office Service and Supply Files  
(DA Form 12 Series)  
DEST when superseded or obsolete

**Other information:**

1p Office Service and Supply Files  
DEST upon completion of action or when NLN for  
current operations

1q Office Property Records  
DEST when superseded, obsolete, or when the  
property is turned in

1r Office Classified Material Inventories  
PA Sys A0001DAMI  
DEST after next inventory

1t Office Space Assignments  
DEST when superseded or obsolete

**Appointment documents, access rosters,  
and local control procedures:**

1v Access Controls  
DEST when superseded

**Key and Lock Control Registers:**

1v Access Controls  
(Key and Lock Control Registers)  
ACTIVE. PIF when page is filled

1v Key and Lock Control Registers (03)  
(Jan - Mar)

INACTIVE. COFF 31 Mar 03, DEST Jul 03

1v Key and Lock Control Registers (03)  
(Apr - Jun)

INACTIVE. COFF 30 Jun 03, DEST Oct 03

1v Key and Lock Control Registers (03)  
(Jul - Sep)

INACTIVE. COFF 30 Sep 03, DEST Jan 04

1v Key and Lock Control Registers (03)  
(Oct - Dec)

INACTIVE. COFF 31 Dec 03, DEST Apr 04

**Forms used to record entry into vaults  
or containers:**

1v Access Controls  
DEST upon completion of first entry on new form  
(except forms involved in an investigation will be  
kept until the investigation is complete)

**Other information:**

1v Access Controls (03)  
(Other information)  
COFF 31 Dec 03, DEST Jan 05

1w Office General Personnel Files  
PA Sys A0001SAIS  
DEST when NLN for conducting business

1x Office Civilian Personnel Time and (03)  
Attendance Files  
PA Sys T7335DFAS  
COFF 31 Dec 03, DEST Jan 07

1y Office Personnel Registers  
PA Sys A0001aTAPC  
DEST when NLN for conducting business

1z Office Personnel Locator  
PA Sys A0001DAPE  
DEST when superseded, obsolete, or when  
person is separated or transferred

1aa Office Supervisory or Manager Employee  
Records  
PA Sys OPM/GOVT-1 & OPM/GOVT-2  
Forward to gaining supervisor on post (see AR 25-  
400-2 for dispositions for other situations); review at  
end of each year & DEST documents superseded or  
no longer applicable

1bb Office Job Descriptions  
DEST when position is abolished, job description is  
superseded, or when NLN for reference

1cc Duty Rosters  
PA Sys A0001bTAPC  
DEST when NLN for conducting business

1ff Office Standards of Conduct Files  
PA Sys A0001bTAPC & OPM/GOVT-1  
DEST after next application of procedure

1gg Office Security Awareness  
DEST after next periodic application

1hh Office Temporary Duty Travel (03)  
PA Sys T7333DFAS  
COFF 31 Dec 03, DEST Jan 05

1ii JOHNSON, Roxanne L.

1ii HARRIS, Samuel K.

INACTIVE - 2002

1ii JONES, John R.

1ii DOE, Samantha K.

INACTIVE - 2003

1ii SMITH, Joe A.

1ii ADAMS, Alexis J.

1ii Office Military Personnel Files  
PA Sys A0001bTAPC  
DEST when NLN for conducting business after trf  
or separation of individual

1jj Reference Publications  
DEST when superseded, obsolete, or NLN for  
reference

1kk Technical Material References  
DEST when superseded, obsolete, or NLN for  
reference

1mm Reading Files (03)  
COFF 31 Dec 03, DEST Jan 05

1nn Office Message References  
DEST when NLN for conducting business

1oo Policies and Precedents  
DEST each document when superseded or obsolete

**MISSION FILES**

1 General Admin Correspondence Files (03)  
COFF 31 Dec 03, DEST Jan 06

1 Gen Admin Correspondence Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

1-20e Congressional Correspondence (03)  
PA Sys A0001-20SALL  
COFF 31 Dec 03, DEST Jan 06

1-201a Inspection, Survey, & Staff Visit  
Coordination Files  
DEST when NLN for conducting business

*NOTE: Office being surveyed, use FN 1c.*

1-201c Command Inspection Program  
DEST when NLN for conducting business after next  
comparable survey or inspection

5 General Management Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

5 General Management Correspondence Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

*Correspondence relating to concurrence of the  
Federal Communications Commission (FCC):*

5-12i Radio Frequencies (03)  
(FCC Concurrence)  
COFF 31 Dec 03, DEST Jan 05

*Other information:*

5-12i Radio Frequencies  
DEST on supersession, cancellation, or  
discontinuance of assignment or use

11 General Army Programs Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

11 General Army Programs Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

*Vulnerability assessments (VAs) and internal  
control reviews (ICRs):*

11-2a Internal Control Systems  
(VA and ICRs)  
DEST after next VA except ICRs will be retained if  
needed to substantiate subsequent VAs

*Feeder statements, reports, and other records:*

11-2a Internal Control Systems  
DEST when NLN for conducting business

15 General Boards, Commissions, and (03)  
Committees Correspondence Files  
COFF 31 Dec 03, DEST Jan 06

15 General Boards, Commissions, and  
Committees Correspondence Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations



15-6b Investigative Case Files  
PA Sys A0027-1DAJA  
ACTIVE. PIF on close of case and after completed investigation is accepted by appointing authority

15-6b Investigative Case Files (03)  
PA Sys A0027-1DAJA  
INACTIVE. COFF 31 Dec 03; Trf RHA Jan 06, DEST Jan 09

20 General Assistance, Inspections, (03)  
Investigations, & Follow-up Corres Files  
COFF 31 Dec 03, DEST Jan 06

20 General Assistance, Inspections,  
Investigations, & Follow-up Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

20-1d Physical Inspections (03)  
COFF 31 Dec 03, DEST Jan 05

25 General Info Mgt Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

25 General Info Mgt Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

*Approved requirements:*

25-1e Capability Request for Information Mission  
Area (IMA) Resources  
(Approvals)  
DEST when NLN for conducting business after disposal of resource or termination of service

*Disapproved requirements:*

25-1e Capability Request for Information  
Mission Area (IMA) Resources  
(Disapprovals)  
DEST when NLN for conducting business

25-30c Numerical Files (External)  
ACTIVE. PIF on discontinuance of form

25-30c Numerical Files (External) (03)  
INACTIVE. COFF 31 Dec 03, DEST Jan 05

25-30kk Internal Distribution Schemes  
DEST when superseded by new scheme or when publications account is closed

*All documents except lesson plans:*

25-30nn Training Media Files (03)  
COFF 31 Dec 03, DEST Jan 05

*Lesson plans:*

25-30nn Training Media Files  
(Lesson Plans)  
DEST when superseded or obsolete

25-30zz Office Copier Files  
DEST when NLN for conducting business

25-55a FOIA Requests, Access, & Denials  
PA Sys A0025-55SAIS  
ACTIVE. PIF after date of reply

25-55a FOIA Requests, Access, & Denials (03)  
PA Sys A0025-55SAIS  
INACTIVE. COFF 31 Dec 03, DEST Jan 06

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25-55b FOIA Administrative Files (03)  
COFF 31 Dec 03, DEST Jan 06

27 General Legal Services Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

27 General Legal Services Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

27-10a Summary Courts-martial  
PA Sys A0027-10bDAJA  
DEST when NLN for conducting business after  
notice of final action by supervisory authority

27-10c Special Courts-martial  
PA Sys A0027-10bDAJA  
Retain in CFA until disposition instructions  
are published

27-10d Special Courts-martial (BCD)  
PA Sys A0027-10bDAJA  
Retain in CFA until disposition instructions  
are published

27-10e General Courts-martial  
PA Sys A0027-10bDAJA  
Retain in CFA until disposition instructions  
are published

27-10f Nonjudicial Punishments  
PA Sys A0027-1DAJA  
Dispose of according to AR 27-10

27-10h Court-martial Statistics (03)  
COFF 31 Dec 03, DEST Jan 05

30 General Food Program Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

30 General Food Program Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

30-1a Cash Receipts (FY03)  
COFF 30 Sep 03, DEST Oct 05

30-1b Menus Files  
DEST when superseded

30-1c Dining Facility Reviews  
DEST when NLN for conducting business

30-1d Dining Facility Operations  
DEST when NLN for conducting business

30-1j Ration Request, Issue, Delivery  
and Account Status Files  
DEST when NLN for conducting business

30-16a Unsatisfactory Subsistence Files  
DEST when NLN for conducting business

37 General Financial Admin Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

37 General Financial Admin Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

37a Individual Travel Charge Card Program  
Administration  
PA Sys GSA/GOVT-3  
DEST when NLN for conducting business after card  
is no longer authorized or individual transfers or  
separates

40 General Medical Svcs Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

40 General Medical Svcs Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

40-66a Health Records  
PA Sys A0040-66bDASG  
Dispose of IAW AR 40-66

*FN 40-66b applies only to companies with  
trainees:*

40-66b Dental Health Records  
PA Sys A0040-66bDASG  
Trf and dispose of IAW AR 40-66

58 General Motor Trans Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

58 General Motor Trans Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

58-1a Dispatcher Organizational Control (03)  
Records (Jan)  
COFF 31 Jan 03, DEST Mar 03

58-1a Dispatcher Organizational Control (03)  
Records (Feb)  
COFF 28 Feb 03, DEST Apr 03

58-1a Dispatcher Organizational Control (03)  
Records (Mar)  
COFF 31 Mar 03, DEST May 03

58-1a Dispatcher Organizational Control (03)  
Records (Apr)  
COFF 30 Apr 03, DEST Jun 03

58-1a Dispatcher Organizational Control (03)  
Records (May)  
COFF 31 May 03, DEST Jul 03

58-1a Dispatcher Organizational Control (03)  
Records (Jun)  
COFF 30 Jun 03, DEST Aug 03

58-1a Dispatcher Organizational Control (03)  
Records (Jul)  
COFF 31 Jul 03, DEST Sep 03

58-1a Dispatcher Organizational Control (03)  
Records (Aug)  
COFF 31 Aug 03, DEST Oct 03

58-1a Dispatcher Organizational Control (03)  
Records (Sep)  
COFF 30 Sep 03, DEST Nov 03

58-1a Dispatcher Organizational Control (03)  
Records (Oct)  
COFF 31 Oct 03, DEST Dec 03

58-1a Dispatcher Organizational Control (03)  
Records (Nov)  
COFF 30 Nov 03, DEST Jan 04

58-1a Dispatcher Organizational Control (03)  
Records (Dec)  
COFF 31 Dec 03, DEST Feb 04

58-1b Equipment Daily Utilization Files  
DEST on trf of information to other records unless  
required for accident investigation or state gasoline  
tax purposes

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71 General Force Development Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

71 General Force Development Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

71-32b TDA, CTA, and TAADS Files  
DEST when NLN for conducting business after  
supersession or obsolescence of the basic allowance  
document

71-32g Equipment Tables  
DEST on supersession or obsolescence

190 General Military Police Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

190 General Military Police Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

190-14b Registrations and Permits  
PA Sys A0190-14DAMO  
DEST when NLN for conducting business after  
expiration or revocation

190-45d Loss, Theft, & Recovery of (03)  
Firearms Files  
COFF 31 Dec 03, DEST in CFA Jan 09

210 General Installations Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

210 General Installations Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

***DA Forms 3799 and other related control documents:***

210-130a Unit and Organizational Laundry  
Files (DA Forms 3799)  
PA Sys A0210-130DALO  
ACTIVE. PIF on termination of service

210-130a Unit and Organizational Laundry (03)  
Files (DA Forms 3799)  
(Jan - Mar)  
PA Sys A0210-130DALO  
INACTIVE. COFF 31 Mar 03, DEST Jul 03

210-130a Unit and Organizational Laundry (03)  
Files (DA Forms 3799)  
(Apr - Jun)  
PA Sys A0210-130DALO  
INACTIVE. COFF 30 Jun 03, DEST Oct 03

210-130a Unit and Organizational Laundry (03)  
Files (DA Forms 3799)  
(Jul - Sep)  
PA Sys A0210-130DALO  
INACTIVE. COFF 30 Sep 03, DEST Jan 04

210-130a Unit and Organizational Laundry (03)  
Files (DA Forms 3799)  
(Oct - Dec)  
PA Sys A0210-130DALO  
INACTIVE. COFF 31 Dec 03, DEST Apr 04

***Other information:***

210-130a Unit and Organizational Laundry (03)  
Files  
PA Sys A0210-130DALO  
COFF 31 Dec 03, DEST Jan 05

215 General Morale, Welfare, & Recreation (03)  
Correspondence Files  
COFF 31 Dec 03, DEST Jan 06

215 General Morale, Welfare, & Recreation  
Correspondence Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

215-1d NAF Accounts  
PA Sys T7290DFAS  
ACTIVE. PIF after next comparable audit

215-1d NAF Accounts (03)  
PA Sys T7290DFAS  
INACTIVE. COFF 31 Dec 03, Trf RHA Jan 06,  
DEST Jan 07

215-1aa Recreation & Entertainment Details  
PA Sys A0215CFSC  
DEST when NLN for conducting business

215-1bb Recreation & Entertainment Cases (03)  
PA Sys A0215-2bCFSC  
COFF 31 Dec 03, DEST Jan 06

220 General Field Organization Corres (03)  
Files  
COFF 31 Dec 03, DEST Jan 06

220 General Field Organization Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

220-1a Readiness Reports (03)  
COFF 31 Dec 03, DEST Jan 06

*Material condition status reports:*

220-1a Readiness Reports (03)  
(Material Condition Status Reports)  
(Jan - Jun)  
COFF 30 Jun 03, DEST Jan 04

220-1a Readiness Reports (03)  
(Material Condition Status Reports)  
(Jul - Dec)  
COFF 31 Dec 03, DEST Jul 04

220-1b Personnel Readiness Files  
PA Sys A0001bTAPC  
Trf w/MPRJ IAW AR 600-8-104; DEST when  
superseded, obsolete, or when individual is separated

220-15a Daily Journal, Staff Journal, & (03)  
Tactical Operations Center (TOC) Logs  
COFF 31 Dec 03, Trf RHA Jan 06, DEST Jan 09

350 General Training Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

350 General Training Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

350-1a Training Inspections (03)  
COFF 31 Dec 03, DEST Jan 05

350-1d Training Operations (03)  
COFF 31 Dec 03, DEST Jan 06

*Final reports prepared by unit:*

350-28a Emergency Tests and Exercises (03)  
COFF 31 Dec 03, DEST Jan 06

*Other related documents:*

350-28a Emergency Tests and Exercises  
DEST upon preparation of final report

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*Establish "dummy folder" as shown, followed by individual "by-name" folders for each soldier:*

350-41b SMITH, Ralph A.

350-41b JONES, Steven R.

350-41b DOE, John J.

350-41b Individual Training Files  
PA Sys A0600-8-104TAPC  
DEST CTT when NLN for current operations;  
Upon trf or sep, fwd other documents specified by  
AR 600-8-104 w/MPRJ, DEST the remainder

351a Individual Academic Records (FY03)  
PA Sys A0351aTRADOC & A0351-1aTRADOC  
COFF 30 Sep 03, Trf RHA Oct 05,  
Ret NPRC Oct 13, DEST Oct 43

380 General Security Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

380 General Security Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

380-5a Security Briefings & Debriefings  
PA Sys A0380-67DAMI  
DEST when NLN for conducting business after trf  
or separation of person

380-5b Security Inspections and Surveys  
DEST after next comparable inspection or survey

380-5k Security Classification Files (03)  
COFF 31 Dec 03, Trf RHA Jan 06, DEST Jan 07

380-5n Office Nonregistered Classified (03)  
Document Destruction Certificates  
COFF 31 Dec 03, DEST Jan 06  
(DEST earlier if approved by HQDA (DAMI-CIS)  
WASH DC 20310)

380-5dd Activity Entry and Exit Inspection (03)  
Program  
COFF 31 Dec 03, DEST Jan 06

*Approvals:*

380-19f Accreditation of Automated Systems  
Security Files  
(Approvals)  
DEST upon termination or discontinuance of  
related system or network

*Disapprovals:*

380-19f Accreditation of Automated  
Systems Security Files  
(Disapprovals)  
DEST when NLN for conducting business

380-19g Personnel Security and Surety (PSSP)  
Files  
PA Sys A0380-19SAIS  
DEST on trf or separation of individual, or on  
supersession

380-19m Password User Identification and  
Equipment Identification  
PA Sys A0380-19SAIS  
DEST on supersession

**Files requiring action per AR 380-67:**

380-67a Security Clearance Information  
PA Sys A0380-67DAMI  
Dispose of IAW AR 380-67

**Files requiring no action per AR 380-67:**

380-67a Security Clearance Information  
PA Sys A0380-67DAMI  
DEST upon trf or separation of individual

381 General Military Intelligence (03)  
Correspondence Files  
COFF 31 Dec 03, DEST Jan 06

381 General Military Intelligence Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

381a Intelligence Reports  
PA Sys A0381-20bDAMI  
DEST when NLN for conducting business

385 General Safety Correspondence Files (03)  
COFF 31 Dec 03, DEST Jan 06

385 General Safety Correspondence Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

385-10c Safety Awareness Files  
DEST when NLN for conducting business

385-10g Target Practice Safety Files  
DEST when NLN for conducting business after  
completion of firing exercise

420 General Facilities Engineering (03)  
Correspondence Files  
COFF 31 Dec 03, DEST Jan 06

420 General Facilities Engineering  
Correspondence Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

420-90a Fire Prevention Files  
DEST when superseded, obsolete, or no longer  
required for reference

500 General Emergency Employment of (03)  
Army and Other Resources Corres Files  
COFF 31 Dec 03, DEST Jan 06

500 General Emergency Employment of  
Army and Other Resources Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

500 General Emergency Employment of  
Army and Other Resources Corres Files  
(Emergency Plans)  
DEST when NLN for conducting business

600 General Personnel Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

600 General Personnel Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

600-8a Individual Personnel Changes  
PA Sys A0600-8-23TAPC  
Dispose of in CFA IAW DA Pam 600-8-series

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600-8b Personnel Information System Reports  
PA Sys A0600-8-23TAPC  
Dispose of in CFA IAW DA Pam 600-8-series

***Battalion/Squadron S1 or equivalent:***

600-8c Personnel Strength Zero Balance (03)  
Reports  
PA Sys A0600-8-23TAPC  
COFF 31 Dec 03, DEST Jan 05

***Unit:***

600-8c Personnel Strength Zero Balance Reports  
PA Sys A0600-8-23TAPC  
DEST upon receipt of next copy

600-8e Transmittal Letters (03)  
(Jan - Feb)  
COFF 28 Feb 03, DEST May 03

600-8e Transmittal Letters (03)  
(Mar - Apr)  
COFF 30 Apr 03, DEST Jul 03

600-8e Transmittal Letters (03)  
(May - Jun)  
COFF 30 Jun 03, DEST Sep 03

600-8e Transmittal Letters (03)  
(Jul - Aug)  
COFF 31 Aug 03, DEST Nov 03

600-8e Transmittal Letters (03)  
(Sep - Oct)  
COFF 31 Oct 03, DEST Jan 04

600-8e Transmittal Letters (03)  
(Nov - Dec)  
COFF 31 Dec 03, DEST Mar 04

600-8-1k Personal Effects Cases  
PA Sys A0600-8-1cTAPC  
DEST when NLN for conducting business after  
disposition of effects

600-8-2b Flagging System Management  
PA Sys A0600-8-23TAPC  
DEST when NLN for conducting business after  
completion of reviews and actions

600-8-3a Postal Personnel Designations  
PA Sys A0065TAPC  
ACTIVE. PIF after termination of designation

600-8-3a Postal Personnel Designations (03)  
PA Sys A0065TAPC  
INACTIVE. COFF 31 Dec 03, DEST Jan 06

600-8-3c Postal Activity Inspections (03)  
and Audits  
COFF 31 Dec 03, DEST Jan 05

600-8-3d Postal Directory Sources  
PA Sys A0065TAPC & A0001DAPE  
DEST after posting to locator cards

***Maintain in alphabetical order by last name in  
one file regardless of status or rank; do not create  
an INACTIVE file.***

600-8-3e Postal Directories  
PA Sys A0065TAPC & A0001DAPE  
Permanent party personnel: DEST 1 year after  
departure.  
Trainees, students, & other personnel asgn'd 6  
months or less: DEST 6 months after departure.



600-8-3f Standing Delivery Orders  
PA Sys A0065TAPC  
ACTIVE. PIF on termination of designation or  
issuance of revised standing delivery order

600-8-3f Standing Delivery Orders (03)  
PA Sys A0065TAPC  
INACTIVE. COFF 31 Dec 03, DEST Jan 06

600-8-3g Post Office Accountable Mail (03)  
Receipts  
COFF 31 Dec 03, DEST Jan 06

600-8-3h Mail Call and Hours of Collection Files  
DEST when obsolete or when purpose is served

600-8-3j Postal Lockbox Assignments  
PA Sys A0065TAPC  
DEST upon reassignment of lockbox

600-8-3p Delivery Service Controls (03)  
COFF 31 Dec 03, DEST Jan 05

600-8-3q Postal Activity Reports (03)  
COFF 31 Dec 03, DEST Jan 06

600-8-6a Military Personnel Registers (03)  
(Jan - Jun)  
COFF 30 Jun 03, DEST Jan 04

600-8-6a Military Personnel Registers (03)  
(Jul - Dec)  
COFF 31 Dec 03, DEST Jul 04

600-8-6b Army Strength Reports  
PA Sys A0680-31bTAPC & A0600-8aDAPE  
DEST when NLN for current operations

600-8-10a Leave of Absence Files (FY03)  
(Oct - Mar)  
PA Sys A0001bTAPC  
COFF 31 Mar 03, DEST Oct 03

600-8-10a Leave of Absence Files (FY03)  
(Apr - Sep)  
PA Sys A0001bTAPC  
COFF 30 Sep 03, DEST Apr 04

600-8-10b Leave Control Logs (FY03)  
PA Sys A0001bTAPC  
COFF 30 Sep 03, DEST Oct 04

600-8-19a Promotion Eligibility Rosters (03)  
PA Sys A0600-8-104bTAPC  
COFF 31 Dec 03, DEST Jan 06

600-8-19b Enlisted Selection Board (03)  
Reporting Files  
PA Sys A0600-8-104bTAPC  
COFF 31 Dec 03, DEST Jan 06

*Approval and disapproval authority:*

600-8-22b Military Award Cases (03)  
PA Sys A0600-8-22TAPC  
COFF 31 Dec 03, Trf RHA Jan 06,  
Ret WNRC Jan 07, DEST Jan 29

*Recommending official:*

600-8-22b Military Award Cases (03)  
PA Sys A0600-8-22TAPC  
COFF 31 Dec 03, DEST Jan 06

600-8-22c Award Ceremonies  
DEST when NLN for conducting business

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600-8-22e Unit Award Cases (03)  
COFF 31 Dec 03, DEST Jan 05

600-8-101a Departure Clearances  
PA Sys A0600-8-101TAPC  
DEST when NLN for conducting business

600-8-104a JOHNSON, Roxanne L.

600-8-104a HARRIS, Samuel K.

INACTIVE - 2002

600-8-104a JONES, John R.

600-8-104a DOE, Samantha K.

INACTIVE - 2003

600-8-104a SMITH, Joe A.

600-8-104a ADAMS, Alexis J.

600-8-104a Informational Personnel Files  
PA Sys A0001bTAPC  
DEST when NLN for conducting business after trf  
or separation of individual

600-8-104e Qualification Record Extracts  
PA Sys A0600-8-104TAPC  
DEST on trf or separation of individual

*Approving or issuing authority:*

600-8-105a Personnel-type Orders (03)  
COFF 31 Dec 03, Trf RHA Jan 06,  
Ret WNRC Jan 07, DEST Jan 60

*Other offices:*

600-8-105a Personnel-type Order  
DEST when NLN for current operations

600-8-105c Permanent Order Record Sets (03)  
COFF 31 Dec 03, Trf RHA Jan 04,  
Ret WNRC with next regular shipment, PERM

600-9a Weight Controls  
PA Sys A0600-8-104TAPC  
ACTIVE. File in MPRJ on transfer, separation,  
or satisfactory completion of program

600-20a EO Reports (03)  
COFF 31 Dec 03, DEST Jan 06

600-20c EO Complaint Cases  
PA Sys A0690-600SAMR  
ACTIVE. PIF after final resolution of case

600-20c EO Complaint Cases (03)  
PA Sys A0690-600SAMR  
INACTIVE. COFF 31 Dec 03, DEST Jan 06

600-20e Pregnancy and Family Care Counseling  
PA Sys A0001bTAPC  
ACTIVE. PIF on trf or separation of individual  
(if individual is trf on post, fwd file to gaining  
organization)

600-20e Pregnancy and Family Care (03)  
Counseling (Jan - Mar)  
PA Sys A0001bTAPC  
INACTIVE. COFF 31 Mar 03, DEST Jul 03

600-20e Pregnancy and Family Care (03)  
Counseling (Apr - Jun)  
PA Sys A0001bTAPC  
INACTIVE. COFF 30 Jun 03, DEST Oct 03

600-20e Pregnancy and Family Care (03)  
Counseling (Jul - Sep)  
PA Sys A0001bTAPC  
INACTIVE. COFF 30 Sep 03, DEST Jan 04

600-20e Pregnancy and Family Care (03)  
Counseling (Oct - Dec)  
PA Sys A0001bTAPC  
INACTIVE. COFF 31 Dec 03, DEST Apr 04

600-25c Ceremonies (03)  
COFF 31 Dec 03, DEST Jan 06

(or)

600-25c Ceremonies  
DEST when NLN for current operations

***Meal Card Control Registers and Control Logs:***

600-38a Meal Card Management Files  
(Meal Card Registers/Control Logs)  
DEST when NLN for conducting business after  
filled or otherwise rendered inactive

***Other records:***

600-38a Meal Card Management Files  
(Other Records)  
DEST when NLN for conducting business

600-85a Alcohol & Drug Abuse Mgt Files (03)  
COFF 31 Dec 03, DEST Jan 06

600-85b Alcohol and Drug Abuse Statistics  
DEST when NLN for current operations

630 General Personnel Absences (03)  
Correspondence Files  
COFF 31 Dec 03, DEST Jan 06

630 General Personnel Absences Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

630-10a AWOL Statistical Reports (03)  
COFF 31 Dec 03, DEST Jan 05

635 General Personnel Separations (03)  
Correspondence Files  
COFF 31 Dec 03, DEST Jan 06

635 General Personnel Separations  
Correspondence Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

635-200a Discharge Board Proceedings (03)  
PA Sys A0635-200TAPC  
COFF 31 Dec 03, DEST Jan 06

635-200c General Counseling Statements  
PA Sys A0001bTAPC  
DEST upon reassignment (except rehabilitative  
trf), separation at ETS or retirement; Rehab trf:  
Fwd to gaining activity; Rehab sep/discharge:  
Place w/indiv discharge case (635-200a)

700 General Logistics Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

700 General Logistics Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

700-19b Ammunition Status Reporting Files  
DEST when NLN for conducting business

700-84a Personal Property Accounts – Clothing  
Bag Items  
PA Sys A0710-2cDALO  
DEST when NLN for conducting business after final  
disposition of property

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710 General Inventory Mgt Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

710 General Inventory Mgt Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

710-2a Property Book and Supporting (03)  
Documents  
COFF 31 Dec 03, DEST Jan 06

*DA Form 3643:*

710-2a Property Book and Supporting (03)  
Documents (DA Form 3643)  
COFF 31 Dec 03, DEST Jan 05

*DA Form 3644:*

710-2a Property Book and Supporting (03)  
Documents (DA Form 3644)  
COFF 31 Dec 03, DEST Jan 06

*Discontinuance of Unit:*

710-2a Property Book and Supporting  
Documents  
ACTIVE. PIF on zero balance and accounting for  
property.

710-2a Property Book and Supporting (03)  
Documents  
INACTIVE. COFF 31 Dec 03, DEST Jan 06

710-2b Document Registers (03)  
COFF 31 Dec 03, DEST Jan 06

710-2c Hand Receipts  
PA Sys A0710-2bDALO  
DEST on turn-in or other complete accounting for  
property, or when superseded by a new receipt or  
listing

710-2d Property Record Inspection and Inventory  
Reports

DEST when NLN for conducting business after  
completion of next comparable inspection or  
inventory

*Establish "dummy folder" as shown, followed by  
individual "by-name" folders for each soldier:*

710-2g SMITH, Ralph A.

710-2g JONES, Harry L.

710-2g DOE, John J.

710-2g Soldier Issue Files

PA Sys A0710-2dDALO

Hand Receipt: DEST on return or other complete  
accounting for items

DA 3078: DEST after 6 months provided  
inventory has been made without  
discrepancy

DA 3645: Send with soldier to issue point  
upon trf or separation

*Weapons inventories that do not reflect  
discrepancies:*

710-2h Property Loss, Theft, and (03)  
Recovery Reports  
(Weapons Inventories-No Discrepancies)  
COFF 31 Dec 03, DEST Jan 06

*Weapons inventories that reflect discrepancies:*

710-2h Property Loss, Theft, and (03)  
Recovery Reports  
(Weapons Inventories w/Discrepancies)  
COFF 31 Dec 03, DEST in CFA Jan 08

***Loss, theft, and recovery reports:***

710-2h Property Loss, Theft, and Recovery Reports (03)  
COFF 31 Dec 03, DEST in CFA Jan 09

710-2m Receipting Authorities  
DEST on preparation of new authorization

715 General Procurement Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

715 General Procurement Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

715h Contracting Officer Designations  
ACTIVE. PIF after rescission or termination

715h Contracting Officer Designations (03)  
INACTIVE. COFF 31 Dec 03, DEST Jan 06

715j Small Purchases and Modifications  
ACTIVE. PIF after final payment or after  
acceptance of goods or service

715j Small Purchases and Modifications (FY03)  
INACTIVE. COFF 30 Sep 03, DEST Oct 06

725 General Requisition & Issue of Supplies & Equipment Corres Files (03)  
COFF 31 Dec 03, DEST Jan 06

725 General Requisition & Issue of Supplies & Equipment Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

***Supply Room:***

725-50b Requisition Suspense & Status Files  
ACTIVE. PIF on completion of supply action or on  
cancellation of requisition

725-50b Requisition Suspense & Status Files (03)  
INACTIVE. COFF 31 Dec 03, DEST Jan 06

***Other Offices:***

725-50b Requisition Suspense & Status Files (03)  
(Jan - Jun)  
COFF 30 Jun 03, DEST Jan 04

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725-50b Requisition Suspense & Status Files (03)  
(Jul - Dec)  
COFF 31 Dec 03, DEST Jul 04

735 General Property Accountability (03)  
Correspondence Files  
COFF 31 Dec 03, DEST Jan 06

735 General Property Accountability Corres Files  
(NONACTION DOCUMENTS)  
DEST when NLN for current operations

***DD Form 1131:***

735-5t Relief From Responsibility  
(Liability Admitted) - (DD 1131)  
PA Sys A0027-1DAJA  
DEST when NLN for conducting business after  
completion of collection action

***DD Form 362:***

735-5t Relief From Responsibility  
(Liability Admitted) (DD 362)  
PA Sys A0027-1DAJA  
DEST when NLN for conducting business after  
verification that all amounts have been collected  
from the soldier's pay

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738 General Maintenance Management (03)  
Correspondence Files  
COFF 31 Dec 03, DEST Jan 06

738 General Maintenance Management  
Correspondence Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

738-750a Maintenance Requests  
Dispose of IAW DA Pam 738-750

738-750b Maintenance Request Registers  
DEST when NLN for conducting business after last  
entry

738-750c Exchange Tags  
DEST upon return or issue of equipment

738-750d Preventive Maintenance Schedules  
DEST upon trf of information to other records or on  
disposition of related equipment

738-750e Equipment Inspection and Maintenance  
Worksheets  
DEST after posting to logbook, entering deficiencies  
on new form, completion of next serviceability test  
or check, or historical inspection data purposes have  
been served

738-750f Historical Records or Logbooks  
Dispose of IAW DA Pam 738-750

738-750j Calibration Data Cards  
Dispose of IAW DA Pam 738-750

750 General Maintenance of Supplies & (03)  
Equipment Correspondence Files  
COFF 31 Dec 03, DEST Jan 06

750 General Maintenance of Supplies &  
Equipment Correspondence Files  
(NONACTION DOCUMENTS)  
DEST when NLN for conducting business

***Consolidated Reports/Summaries:***

750-1a Maintenance Summary & Management  
Files  
(Consolidated Reports/Summaries)  
DEST when NLN for conducting business

***Feeder Reports:***

750-1a Maintenance Summary & Management  
Files  
(Feeder Reports)  
DEST on extraction of necessary data

***Materiel Condition Status Reports - DA Form  
2406:***

750-1a Maintenance Summary & (03)  
Management Files  
(DA Form 2406)  
(Jan - Jun)  
COFF 30 Jun 03, DEST Jan 04

750-1a Maintenance Summary & (03)  
Management Files  
(DA Form 2406)  
(Jul - Dec)  
COFF 31 Dec 03, DEST Jul 04

750-1m Maintenance Technical Assistance Files  
DEST when NLN for conducting business

870 General Historical Activities Corres (03)  
Files

COFF 31 Dec 03, DEST Jan 06

870 General Historical Activities Corres Files  
(NONACTION DOCUMENTS)

DEST when NLN for conducting business

870-5a MTOE Organizational History Files  
PERM. Trf to HQDA (DAMH-HSR), WASH DC  
20314-0200 on discontinuance, disbandment,  
inactivation, or reduction to zero strength





<b>INSPECTION CHECKLIST</b>			
For use of this form, see USAARMC SOP 1-92, ATZK-IG, 5 Jun 92			
FUNCTIONAL AREA:  Records Management		SUBJECT AREA:  Modern Army Recordkeeping System (MARKS)	
		PAGE 1 of 2 PAGES	
PROPONENT/PHONE NO: ATZK-IM/4-7325 or ATZK-IMP-R/4-6341			DATE OF REVISION: 26 September 2002
UNIT INSPECTED:		DATE:	INSPECTOR'S NAME/PHONE NO:
YES	NO	NA	<ol style="list-style-type: none"> <li>1. Is a current copy of AR 25-400-2, The Modern Army Recordkeeping System (MARKS) and Fort Knox Cir 25-02-1 on hand or accessible electronically?</li> <li>2. Does the records custodian have access to the HQDA Records Management Division's web site <a href="http://www.rmda.belvoir.army.mil">http://www.rmda.belvoir.army.mil</a> to obtain the most current Records Disposition Standards to AR 25-400-2? (Fort Knox Cir 25-02-1, para 2b)</li> <li>3. Has a Records Management Coordinator been appointed and a copy of the appointment memo furnished to the Installation Records Manager, ATTN: ATZK-IM? (Fort Knox Cir 25-02-1, para 2c)</li> <li>4. Has a List of File Numbers (FK Form 124-B) used in each office been prepared? (AR 25-400-2, para 5-13 and Fort Knox Cir 25-02-1, para 2c(3))</li> <li>5. Does the list of file numbers have the MARKS number for each record maintained in the office, the title, and a brief description of the actual documents included under the file number? (AR 25-400-2, para 5-13a)</li> <li>6. Is the system notice number for records subject to the Privacy Act (5 USC 552a) listed? (AR 25-400-2, para 5-13a)</li> <li>7. Is the record media (i.e., paper, tape, electronic, microform, etc.) identified? (AR 25-400-2, para 5-13a)</li> <li>8. Is the list current and has it been approved by the Installation Records Manager for the current calendar/fiscal year? (AR 25-400-2, para 5-13b and Fort Knox Cir 25-02-1, para 2c(3))</li> <li>9. Are all record containers and file folders labeled? (AR 25-400-2, para 6-2a and figures 6-2 thru 6-4)</li> <li>10. Do all labels include the file number, file title, Privacy Act System Notice number (if applicable), disposition instructions, and where appropriate, the year of accumulation? (AR 25-400-2, para 6-2b)</li> <li>11. If the "dummy folder" concept is used, is it in accordance with figure 6-3 of AR 25-400-2 and para 6-2d?</li> <li>12. Have all labels been annotated with the proper disposition standards and generic retention periods been converted to the exact cutoff, transfer, retirement, and disposition dates using the disposition standards in Table 7-1? (AR 25-400-2, para 7-1)</li> <li>13. Are only authorized abbreviations listed in the Glossary, Section I, of AR 25-400-2 used in the disposition instructions? Any abbreviation that will be understood by the custodian of the file may be used in the title of the file. (AR 25-400-2, para 6-2c)</li> <li>14. Are guides used to divide files and to identify subdivisions? (AR 25-400-2, para 5-7a)</li> </ol>

INSPECTION CHECKLIST (continued)			
FUNCTIONAL AREA:		SUBJECT AREA:	
Records Management		Modern Army Recordkeeping System (MARKS)	PAGE 2 of 2 PAGES
YES	NO	NA	
			15. Are folders used to keep related records together, to assist in retrieval of records by label identification, and to protect the records? (AR 25-400-2, para 5-7b)
			16. Are files in proper sequence within appropriate filing arrangement (i.e., alphabetical, date, numerical, etc.) that permits quick retrieval? (AR 25-400-2, para 5-9)
			17. Are correspondence/documents under the "general correspondence" categories filed IAW applicable disposition instructions based on whether the correspondence is an ACTION document or NONACTION document (received for information only)? (AR 25-400-2, para 6-1)
			18. Are files with a specified retention period, such as "Destroy after 2 years," cutoff and blocked at the end of the year in which action on the record has been completed? (AR 25-400-2, para 7-2)
			19. Are files with a continuing type of disposition, such as "Destroy when no longer needed for current operations," reviewed and individual records removed and destroyed at the appropriate time? After review, are the current records brought forward to the new annual block? (AR 25-400-2, para 7-2)
			20. Are records received for file complete and has unnecessary material been eliminated? Has correspondence for file been assembled as shown in AR 25-50? (AR 25-400-2, para 5-2 and 5-3; AR 25-50, figure 4-2)
			21. For military correspondence (memorandums), is the file number entered on the document at the time it is created? (AR 25-400-2, para 5-4; Fort Knox Cir 25-02-1, appendix A, para A-2)
			22. Unless the record is self-identifying for filing purposes, is the file number marked in the right-hand margin of paper records to be filed? (AR 25-400-2, para 5-4)
			23. If a record cannot be identified for filing, has it been brought to the attention of the Installation Records Manager? (AR 25-400-2, para 2-2)
			24. Are files destroyed or transferred IAW disposition standards? (AR 25-400-2, para 7-1 and Appendix B as posted to HQDA RMDA web site)
			25. Are FOR OFFICIAL USE ONLY records and those subject to the Privacy Act properly destroyed? (AR 25-55, para 4-501)
			26. Have all eligible records been transferred to the installation Records Holding Area? (AR 25-400-2, chapter 9 and table 7-1)
			27. If records have been transferred to the Records Holding Area, is one copy of each SF 135 maintained under FN 1g, Office Record Transmittals, until the record has reached its disposition date? (AR 25-400-2, para 9-7a(1))
			28. Are records maintained by "electronic means only" maintained, used, and destroyed IAW chapter 3, AR 25-400-2?
			29. Has the records custodian attended a MARKS Training Class? (Fort Knox Cir 25-02-1, para 2c(4))

<b>INSPECTION CHECKLIST</b> <small>For use of this form, see USAARMC SOP 1-92, ATZK-IG, 5 Jun 92</small>			
FUNCTIONAL AREA:  Records Management		SUBJECT AREA:  Freedom of Information Act (FOIA)	
PROPONENT/PHONE NO: ATZK-IM/4-7325 or ATZK-IMP-R/4-6341		PAGE 1 of 1 PAGES DATE OF REVISION: 26 Sep 2002	
UNIT INSPECTED:		DATE:	INSPECTOR'S NAME/PHONE NO:
YES	NO	NA	<ol style="list-style-type: none"> <li>1. Are AR 25-55 and USAARMC Pam 25-4 on hand for reference?</li> <li>2. Has an FOIA Coordinator been appointed? (USAARMC Pam 25-4, para 2-5b)</li> <li>3. Has a copy of the appointment memo been furnished to the USAARMC FOIA Advisor, ATTN: ATZK-IM? (USAARMC Pam 25-4, para 2-5c)</li> <li>4. Have procedures been established within the organization for actions to be taken under the FOIA? (USAARMC Pam 25-4, para 2-5d)</li> <li>5. Is the FOIA request date- and time-stamped upon receipt? Is the request responded to within 20 working days? (AR 25-55, para 5-204a)</li> <li>6. Is the FOIA Coordinator aware that the USAARMC FOIA POC (phone 4-7425) must be notified within 8 working hours upon receipt of an FOIA request to provide the following:               <ol style="list-style-type: none"> <li>a. Date the FOIA request was received for action;</li> <li>b. Identification of the reporting activity/organization;</li> <li>c. Name, grade, and telephone number of person submitting the report;</li> <li>d. Identification of requestor;</li> <li>e. Amount of charge, if any, and</li> <li>f. Actions taken thus far regarding the request. (USAARMC Pam 25-4, para 2-5d(4))</li> </ol> </li> <li>7. Is the USAARMC FOIA POC provided a copy of each completed FOIA request and related correspondence immediately upon completion of all actions required? (USAARMC Pam 25-4, para 2-5d(5))</li> <li>8. Is DA Label 87 (For Official Use Only cover sheet) or similar cover sheet being used to safeguard "For Official Use Only (FOUO)" and Privacy Act protected information when not in file or storage? (AR 25-55, para 4-400; AR 340-21, para 4-4(c); and USAARMC Pam 25-4, para 3-5a)</li> <li>9. Is DA Form 4948-R (Freedom of Information Act (FOIA)/Operations Security (OPSEC) Desk Top Guide) posted on desk top of personnel who routinely deal with the public (by phone, letter, or in person)? DA Form 4948-R is available through DOIM Publications Stockroom, Bldg. No. 43, Warehouse St. (AR 25-55, para 1-501b; USAARMC Pam 25-4, para 2-6)</li> </ol>

<b>INSPECTION CHECKLIST</b> <small>For use of this form, see USAARMC SOP 1-82, ATZK-IG, 5 Jun 82</small>			
FUNCTIONAL AREA:		SUBJECT AREA:	
Records Management		Privacy Act (PVA)	
PROPOSER/PHONE NO:			PAGE 1
ATZK-IM/4-7325 or ATZK-IMP-R/4-6341			of 1 PAGES
UNIT INSPECTED:		DATE:	DATE OF REVISION:
			26 Sep 2002
YES	NO	NA	
			1. Are AR 340-21 and USAARMC Pam 25-4 on hand for reference?  2. Has a Privacy Act (PVA) Coordinator been appointed? (AR 340-21, para 1-9a)  3. Has a copy of the appointment memo been furnished to the USAARMC Privacy Act Advisor, ATTN: ATZK-IM? (USAARMC Pam 25-4, para 2-5c)  4. Is there a statement shown on all rosters containing personal information cautioning that the information is protected from unauthorized disclosure under the PVA? (AR 340-21, para 4-4)  5. Are Social Security Number (SSN) and other data elements of PVA-protected personal information being included on rosters only when absolutely necessary? (AR 340-21, para 1-5b, 1-5h, and 4-1c)  6. Are key personnel or similar personnel rosters being provided or accessed only by DoD personnel who have a "need to know" in the official performance of their duties? (AR 340-21, para 3-1a)  7. Are personnel with access to records aware of what type of personal information may and may not be released about an individual? (AR 340-21, para 3-3)  8. Is a PVA statement being provided when personal information is solicited directly from a soldier or Army employee? (AR 340-21, para 4-2)  9. Is FK Form 150-E (Personal Data Card) used to collect personal information directly from the individual? (USAARMC Pam 25-4, para 3-11)